



COMMONWEALTH of VIRGINIA

DEPARTMENT OF FORENSIC SCIENCE

OFFICE OF THE DIRECTOR
DEPARTMENT OF FORENSIC SCIENCE
A Nationally Accredited Laboratory

700 NORTH 5TH STREET
RICHMOND, VIRGINIA 23219
(804) 786-2281 Fax (804) 786-6857
(804) 786-4707

Date

Collection Officer

Agency Name

Agency Address

Dear Collection Officer:

Recently you/your agency submitted a saliva (buccal) sample from an Arrestee for inclusion in Virginia's DNA Data Bank. The sample was received with the following problem(s):

Saliva (buccal) sample not delivered to the Division of Forensic Science within 15 days of being taken in violation of the Code of Virginia § 19.2-310.3:1(A).

Illegible handwriting on submission form.

No thumbprints on submission form.

No arrest warrant submitted with sample in violation of Virginia Code § 19.2-310.3:1(A).

'Sample Collected By' box not completed.

DCN (Document Control Number) field not completed on submission form. The DCN, used to verify the arrestee's true identity, is required for all arrestee samples.

Top copy of submission form not returned.

Collecting Agency ORI Number field not completed on submission form.

Arrestee/Convicted Felon designation area on submission form not completed properly.

Duplicate sample received in violation of Virginia Code § 19.2-310.3:1(B), which requires that you check the Local Inmate Data System (LIDS) DNA sample Tracking application at www.scb.state.va.us prior to taking sample to make sure that the Arrestee has not been previously sampled.

Comments:

Arresting Officer's Name:

Arrestee's Name:

If you have any questions, please feel free to call me at (804) 786-9823 to discuss this issue further.

Sincerely,

DNA Data Bank Supervisor